

VACANCY

EMBASSY OF JAPAN - RECEPTIONIST

The Embassy of Japan in Pretoria has a vacancy for the position of Receptionist which includes some administrative tasks.

The successful candidate must have relevant knowledge and skills for switchboard operation, computer literacy for Microsoft Windows and Office (Word, Excel and PowerPoint) software, and good written and verbal communication skills both in English and Afrikaans.

Please send your CV with references, together with a short motivation letter and a copy of your ID, by email to accounts@pr.mofa.go.jp

CLOSING DATE: THURSDAY, 23 JULY 2015

Only short-listed applicants will be contacted for interviews
within 7 days from the closing date.